



dchr

DC Department of Human Resources

OPEN ENROLLMENT 2015

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- ☐ **ENROLL:** Monday, Nov. 10, 2014- Friday, Dec. 12, 2014
- ☐ **COVERAGE EFFECTIVE:** For employees that are paid bi-weekly, Health, Dental, and Vision Insurance changes made during open enrollment will be effective January 11, 2015. For employees that are paid semi-monthly (some DCPS, some UDC) the changes made during Open Enrollment will be effective January 1, 2015. Healthcare and Dependent care Flexible Spending Account enrollments are effective January 1, 2015.
- ☐ **REVIEW:** Resources and information <http://dchr.dc.gov/page/employee-benefits>.
- ☐ **CONSIDER:** All costs, including your per-pay-period costs.
- ☐ **HSA SETUP:** If you want HSA contributions to come out of your paycheck in 2015, you must log onto ESS and re-enroll by selecting a new contribution amount. HSA contributions are only for those employees enrolled in the Aetna CDHP health insurance plan.
- ☐ **FSA SETUP:** If you want an FSA for 2015, you must make a new election—current elections do not carry forward.
- ☐ **BENEFICIARIES:** Update your beneficiaries for your life and AD&D insurance through ESS; update DC Retirement Plan beneficiaries through Voya Financial: <https://dc401a.voyaplans.com>.
- ☐ **PROOF OF ELIGIBILITY:** If you enroll a new spouse or dependent, you must provide proof of eligibility by submitting your proof of enrollment during open enrollment, Dependent Verification form and applicable information by January 12, 2015.
- ☐ **QUALIFYING LIFE EVENT:** Elections are effective for the entire 2015 calendar year and can't be changed unless you experience a qualified life event.
- ☐ **PRINT:** Print your confirmation statement after you enroll.